

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 18, 2016
CC: All Departments



Town Administrator: Work continues on the final budget numbers and warrant articles. Chief Bengtson and I met with Justin Van Etten of Stewarts Ambulance Service to prepare for a meeting with the Select Board at their regular meeting on January 21st. On Wednesday the second discussion session regarding improvement to States Landing beach and recreation area resulted in another productive gathering that assembled a firm list of project priorities for the Select Board, ABC and CIPC to consider. On Thursday Heidi and I participated in a webinar on the federal employer reporting requirements of the Affordable Care Act and both of us had headaches at the end! Construction continued at the Transfer Station for the change to single stream recycling and the two new compactors were ordered for delivery in late March/early April. This week includes the first of two very important informational sessions on the proposed community center on Thursday from 6 to 7:00 pm followed by a regular Select Board meeting at Town Hall. I will be out of the office on Friday until midafternoon for meetings. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Vision Government Solutions is continuing the measure and list project for 2016. Vision personnel will continue measuring the exterior of properties in the Gov. Wentworth Highway (Route 109) and Balmoral areas. They will attempt an interior list (review of interior features) if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town. CAI (formerly Cartographics) has updated the on-line operation of the Town GIS and tax maps. While the overall look of the system is similar to what we had before, there are slight differences. The biggest change is that the system is no longer reliant on using Microsoft Silverlight. Therefore the maps can be operated on-line using any browser and any operating system. Tax maps and assessing information can be viewed from a number of different options, including an iPhone. To view the new system, go to www.moultonboroughnh.gov, on the left side of the home page, click on tax and GIS maps. Please let us know if you have any issues with the new system.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Temperatures ranged from 10° to around 30° most of the week and spot treating roads was a major role in the crew's efforts throughout the week. The crew was out Tuesday night for a 2-3" snow event and back in early in the morning. Contractors were called out as well to plow the private roads. The windy conditions caused drifting snow after the storm and kept the crew busy during the week. Staff renewed Dig Safe's on the Old Route 109, Wentworth Shores and Far Echo Roads projects. The crew did maintenance on the plows and sanders with some having new cutting edges installed (trucks #6, 7, 10 and 15) and truck #10 had

a windshield replaced due to being cracked. Our bucket truck was sent to Raymond for repairs and picked up on Thursday, and used on Friday to remove the holiday wreaths for the season. The crew did some tree work on Old Route 109, Tanglewood Shores (Town parcel - dry hydrant), Lunt and High Haith Roads. During the weekend crews were out for a mixed bag of weather from freezing drizzle, rain and then snow. Foreman Wakefield responded to a call for a slippery condition in Krainewood and treated it. Agent Kinmond conducted a personnel performance evaluation, and reviewed another evaluation and forwarded them to the Town Administrator for review. Agent Kinmond reviewed the AP for submission, and maintained communications with key staff and the Town Administrator on ongoing projects throughout the week.

Facility & Grounds Division: The week's low temperatures helped in ice making at Playground Drive. The rink is just over halfway to the ice level line now with about 4" made and around 3" more to go, with the goal to finish by Monday. All the wooden shelves have been removed from the Town Hall and the new metal ones are being assembled. The wood will be re-purposed and is located at Highway Garage. Staff collected trash and recyclables, shoveled back the snow from the curbing after the storm. B&G supervisor worked closely in training with the PSB HVAC equipment and water coil locations, and he also has been doing some loader operator training. Staff repaired doorstops at Town Hall by replacing the rubber stoppers.

WMF Division: This week the Facility reports that they sent out 2 MSW, 1 Mixed-CD and shipped a full truck load of electronics. Compactor 2 was repaired and Co-Manager King plowed the facility after the storm. Highway staff delivered some treated salt for use at the facility. The construction of the additional compactors is underway with the glass shed being removed and site excavated, footing poured, and the wall is scheduled to be poured on Monday. The compactors have also been ordered.

Moultonborough Police Department: The Moultonborough Police Department recorded 389 log entries, which included the following calls for service, 23 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 3 complaints, 3 MV Accidents, 1 MV Complaints, 2 residential alarms, 2 commercial alarms and 0 K-9 complaints.

Training: Jan. 11th and Jan. 12th Sgt. Boucher attending Active Shooter Response Instructor Training. Jan. 11th - Jan 14th, Off. Bagan attended Police Academy. Jan. 11th – Jan. 15th, Off. Pare attended Police Academy.

Moultonborough Fire Department: Year to date there has been 25 calls for emergency service. For the period of 1/8/16 to 1/14/16 there were 9 calls for service: (1) Medical Emergency, (1) Motor Vehicle Accident, (1) False Fire Alarm, (1) Carbon Monoxide Incident, (1) Power Line Call, (2) Water Removal Calls, and (2) Good Intent Calls. We received automatic aid from Center Harbor on one call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:00 minutes
Overall Average Manpower per incident: 5 Firefighters/Incident
Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:15 min.
Overall Average Day Time Manpower per incident: 4 Firefighters/Incident
Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:00 minutes
Overall Average Night/Weekend Manpower per incident: 7 Firefighters/Incident

Operations: 1/11/16 - Work detail, 1/14/16 - Department meeting, 1 Occupancy inspection, 1 Request for information.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last Friday, January 15, was the first MCS/MRD Winter Day of the season with staff being present both at Cranmore and at the Ice Rink on Playground Drive. Youth Basketball was cancelled on Saturday, January 16, due to the winter storm and road conditions. Learn to Skate and Beginner/Intermediate Figure Skating lessons all began last week. The start of Instructional Hockey was postponed to this Wednesday, January 20, due to the poor ice conditions last week. The colder weather has certainly been appreciated by skaters, as the rink has now been re-opened, and is in good condition! This week, the Winter Days program will continue on Friday, January 22. Youth Basketball games will resume on Saturday, as scheduled. The teams will practice at different times during the week. The Gym Days program on Tuesdays and Thursdays after school continues to have high participation. Coming up, on January 31, MRD will host a Family Skating Party at the ice rink, from 2-4 p.m. We are looking for another great turnout at this annual event. On February 1, MRD is offering a Safe Sitter Class for 11-16 year olds. This is a teacher workshop day; there is no school for students.

Important Dates to Remember

Community Center Information Session, January 21 & 28, 2016, 6-7 PM

Board of Selectmen's Meeting, January 21, 2016, 7 PM

Board of Selectmen's Work Session, January 28, 2016, 4 PM

Staff Meeting, Tuesday – February 2, 2016, 9 AM